

Hillarys Primary School
Parent & Citizens Association Inc.
GENERAL MEETING MINUTES
MONDAY 30TH OCTOBER 2017

Date: Monday 30th October 2017

Chair: Martin Barrett

Time: 7:00pm.

Minutes: Belinda Kretschmer

Location: The school Library

Signed:

Dated:

1. Welcome: - Chair

The meeting was called to order at 7:00 pm
Quorum present – Yes

Acknowledgment of Country – read by chair

Attendance: - Secretary

In Attendance: Angela Genoni, Belinda Kretschmer, Belinda Rogers, Cathryn Jensen, Cristina Codazzi, Daryl Rogers, Jackie Lock, Jenni Cook, Julian Duckett, Kylie Sutton, Martin Barrett, Michal Seligson, Michelle Illari, Nigel Forde, Paula Mitchell, Ron Chesny, Siobhan Dowley and Souzana Theophilopoulos.

Apologies Received – Alison McRedmond, Jackie Tsapazi, Louise Roche, Natasha Couzens, Renae Ottey and Sarah Anderson.

2. Confirmation and Approval of the previous Minutes - Chair

Resolution: That the minutes of the General Meeting held on Thursday 31st August 2017 be taken as read and confirmed as a true and accurate record. **CARRIED**

3. Correspondence: - Secretary

3.1 Correspondence IN - Resolution: That correspondence IN be received - **CARRIED**

3.2 Correspondence OUT - Resolution: That correspondence OUT be confirmed – **CARRIED**

3.3 Secretaries update on Association Records: Nil to Report

4. New Financial Members or observers: Nil changes

5. Business Arising from the previous General Meeting Minutes: as per reports

6. Reports:

6.1 PRESIDENTS Report – Martin Barrett

Resolution: That the Presidents Report, as tabled, be adopted – **CARRIED**

6.2 TREASURERS Report – Michelle Illari

Resolution: That the Treasurers Report be adopted – **CARRIED**

6.3 PRINCIPALS Report – Ron Chesny

Resolution: That the Principals Report, as tabled, be adopted – **CARRIED**

Committee Reports:

6.4 CANTEEN Report – Position Vacant

Members were advised that we have received a nomination from Angela G to the role of canteen convener.

Members complimented the staff on how well they are doing, with particular reference to the 'grow your mind day' demands.

Souzana made comment on how well organised the staff were and of their time management skills. She also mentioned their food preparation was excellent.

The P&C thank these ladies for their ongoing efforts, enthusiasm and customer service.

Members would like to see the canteen release a volunteer roster in the newsletter to encourage parents to help out during busy times. It was requested that the canteen convener obtain more specific information about when these times are from the staff and distribute the roster.

Kylie makes special mention of how lovely and accommodating Sue, our canteen supervisor, was in regards to Disco preparations.

All feedback received from the school community from the platters served at the Grow you mind day were largely positive. This was a great showcasing of the food now being served from the canteen.

The canteen treasurer has indicated the financials for the canteen would be more accurately reflected if presented each term, not month by month, as invoicing suppliers can throw off the actual revenue and lead to unnecessary concern by both the staff and P&C members.

Accounts will still be reconciled each month; it's only the reporting that will be term by term.

It is noted that sales from the student body will also fluctuate over the year, affecting the outcomes of sales. The goal of the canteen is not to make a profit so much as it is intended to provide a service to our school with the need only to break even after covering overheads and ongoing costs.

Any additional profit raised will be viewed as a bonus and not an expectation. This will be reviewed by the canteen committee to ensure YTD figures cover these costs.

Members also discussed and agreed to create a closed Face Book page for the canteen.

This will enable and hopefully encourage people to send feedback to the canteen committee to review and action in a timelier manner.

The page will operate with the President and Canteen Convener as administrators. This will need to be adopted at each AGM for continuance each year.

Motion: That the member, Angela Genoni, standing for election to the role of Canteen Convener be elected. **CARRIED**

Action: To establish volunteer needs with staff and to publicise a volunteer roster in school newsletter.

Action By: Canteen Convener

Action: To create a closed canteen Face book page.

Action By: Canteen Convener and P&C President.

Resolution: That the Canteen report, as tabled, be adopted –

CARRIED.

6.5 MEDIA COORDINATOR– (Lisa Nevitt)

No Report

6.6 SCHOOL BANKING Report – Siobhan Dowley

Motion: That \$50 per term is set aside for school banking competitions during 2018.

Resolution: That the School Banking report be adopted –

**CARRIED
CARRIED.**

6.6 GRADUATION Report –

It was indicated by the Principal that the graduation committee would not be seeking any additional funds from the P&C for 2017 and that the school have organised payment for outstanding monies required.

Resolution: That the Graduation report, as tabled be adopted –

CARRIED.

6.7 FUNDRAISING Reports – Event Coordinators

i. Junior Faction Carnival – Jackie Lock

As per report – see attached

ii. Senior Faction Carnival/ BBQ – Alison McRedmond and Martin Barrett

As per report – see attached

With reference to the BBQ stall the President indicate that the BBQ raised approx \$300 in profit.

Due to a coordinator being found only that morning, expenses were reimbursed from sales on the day and double counting with the President took place to ensure verification of receipts and money received.

A very warm thank you is extended to Peter and Martin, who stepped up at the last minute to make this BBQ option possible.

iii. Car Bay Raffle – Jules Duckett

As per report – see attached

The car bay raffle raised a total of \$540 for this term. It was noted that there may have been some reluctance from people to purchase tickets, whether this was due to an overload of events in Term 3 or scepticism of the success and operation of such a raffle is unknown.

It is hoped that now the school community have a better feel for the raffle and the luxury of the prize that more families will enter the draw to win it for Term 1 2018.

Signage of the parking space needs to be larger, bolder and weather resistant.

It is hoped that this will highlight the parking space as reserved and for others to refrain from parking there.

It was agreed to run this raffle again for Term 1 2018 and Jules has offered to continue being the coordinator.

Ticket sales would need to commence from November 20th until December 4th and the winner is to be announced at the school concert on December 4th 2017.

Ticket sales will be added to Flexi Schools with a cut off date of December 1st to allow for reconciliation of sales and ticket entries added before school concert draw.

Door sales will continue on the night of the concert and the Principal has approved the winner being announced before the conclusion of the event.

Motion: Members approve the car bay raffle for Term 1 2018.

CARRIED

Action: Ticket sales and advertising to commence on November 20th 2017 until December 1st 2017 for flexi Schools and December 4th 2017 for cash sales.

Action By: Event coordinator

Action: Set up sales on Flexi Schools. **Action By: P&C Treasurer and Event coordinator.**

Action: Raffle drawn and winner announced on December 4th at school concert.

Action By: Event coordinator

iv. **Lapathon – Jackie Lock**
As per report – see attached

v. **Disco – Kylie Sutton**
As per report – see attached

Resolution: That the Fundraising reports be adopted –

CARRIED.

7 General Business:

i. Nutrition Policy

Angela introduced herself and explained the idea of having a nutrition policy to the members.

This policy would include P&C fundraising events offering some guidelines on appropriate choices of foods to be sold or supplied at these events. Examples were apple slinky servings and popcorn as opposed to foods containing high levels of sugar like sweets or packaged foods.

The policy is intended to promote Hillarys Primary School as a healthy P&C and for the foods sold or offered to be healthy and fun.

A template policy has been submitted and members discussed this needing to be re written, reviewed and presented again to members for consideration prior to the 2018 P&C AGM.

The final copy of the policy would then need to be submitted at the AGM and voted upon, for it to be adopted officially and each subsequent year thereafter.

Members did share concerns that this policy would create restrictions and will require the P&C to redesign how we fundraise and how we access food in the P&C environment.

Additional concerns were raised that it may drive our school community away from supporting the P&C because of limitations this policy will create.

Anyone interested in being involved in this evaluation and possible implementation process is invited and encouraged to contact Angela Genoni directly.
We hope to engage the community and absorb their input towards this new policy.

Motion: Members agreed to review a policy proposal before the 2018 AGM.

CARRIED

Action: To write, review and submit proposed policy for public consideration prior to the 2018 AGM.
Action by: Angela.G

8 Other Business:

i. P&C Volunteers

Members briefly discussed the struggle the P&C have from time to time to obtain sufficient volunteers. The suggestion and request for class reps to be P&C members was mentioned again. It is hoped that this would lead to more effective communication regarding fundraisers and that volunteers may increase through this avenue.

Membership to the P&C does not require individuals to attend meetings, this is optional. It does however create a communication network as you receive all the information about upcoming fundraisers and events.

The members would also like to ensure an adequate time line of events is set up earlier in the year to give ample notice to our HPS families of volunteer's requirements.

ii. Financial / Event reconciliation documentation

The P&C Secretary and P&C Treasurer would like to remind those members that have coordinated an event this year to ensure they have sent all financial reconciliation documentation to both parties.

These documents would be most appreciated prior to the 20th November 2017.

This is a requirement for both audit and archiving purposes at the end of each year.

Should you have any questions regarding this please contact the

P&C Secretary – Belinda on belinda.kretschmer@iinet.net.au

Or

P&C Treasurer – Michelle on hpspc.treasurer@hotmail.com

Thank you for your support.

9 Date of the Final General Meeting for 2017:

GENERAL MEETING: Thursday 30th November 2017 at 7:00 pm in the school library.

10 Closure: - Chair

Motion to adjourn was made at 8:25 pm and was passed unanimously.
